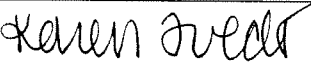


## Department of Early Learning

<b>Policy Title:</b>	<b>10.1.1 Licensing Policy Development</b>		
<b>Procedure:</b>	See Attached		
<b>References:</b>			
<b>Applies To:</b>	Licensing Staff	<b>Contact:</b>	Quality Division
<b>Effective Date:</b>	4/1/09	<b>Review Date:</b>	4/1/11 <b>Created on:</b> 10/07
<b>Reviewed:</b>	<input checked="" type="checkbox"/> Licensing SAM's	<input checked="" type="checkbox"/> Asst. Director Quality	<input checked="" type="checkbox"/> LPART
<b>Other Review (list)</b>			
<b>Director Approved:</b>			

The Department of Early Learning (DEL) is responsible for licensing activities to ensure that standards of health and safety are present in child care facilities in accordance with Washington State law and administrative code (regulations). The term “child care facility” is used to indicate licensed family child care homes, child care centers and school-age programs.

### Purpose

Clarify, describe and standardize the agency process for internal policy development, approval, implementation, training, and quality improvement for licensing staff, supervisors, Assistant Service Area Managers, Service Area Managers, and State Office personnel involved in drafting and reviewing child care regulations, internal licensing policy and procedure manuals. Expectations of DEL personnel are clarified in this policy and it's accompanying Licensing Policy Development Procedure.

### Policy

DEL personnel will adhere to all components of the attached Licensing Policy Development Procedure. In addition, DEL personnel are expected to:

- I. Research each proposed policy thoroughly. DEL policy specialists will research best practice standards, national standards and practices, and prior licensing history when developing licensing policy and procedure. DEL policy specialists are also expected to examine quality improvement data, training needs and other statistics when proposing licensing policy.
- II. Participate in the policy development process. This includes actively participating in the various feedback and data-collection efforts.
- III. Review and revise DEL licensing policy, as required.
- IV. Appropriately prepare all draft licensing policy materials for the Director's signature.

### Attachments

Licensing Policy Development Procedure  
Policy Briefing format  
Policy Template  
Annual Review Policy Template  
Annual Review Tracking document